

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
February 18, 2025

The meeting began after a moment of silence in observance of the recent passing of Gurnee Park District Board President Jim Goshorn.

Vice President Paddock called the regular meeting to order at 7:00pm, led the Pledge of Allegiance and asked for roll call. Commissioners present: Gerry Crews, Vicki Paddock, Chrissie Popper and Aaron Dalzot. Commissioners Absent: Jim Goshorn (*recently deceased*). Also present: Susie Kuruvilla, Executive Director; Melissa Marsh, Director of Recreation; Kraig Owens, Director of Parks; Mike Szpylman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations; Christina Richmond, Accounting Manager; Jason Clevelle, Fitness Operations Supervisor; Davida Doyle, Marketing & Communications Specialist; Giosi Galati, Multimedia Designer; Robert May, Aquatics Supervisor.

A motion was made by Popper to approve the minutes of the regular meeting of January 21, 2025. The motion was seconded by Crews. Roll call vote taken. Ayes: Crews, Paddock, Popper and Dalzot. Nays: none. Absent: Goshorn. Motion carried.

A motion was made by Crews to approve the minutes of the special board meeting of January 28, 2025. The motion was seconded by Popper. Roll call vote taken. Ayes: Crews, Paddock, Popper and Dalzot. Nays: none. Absent: Goshorn. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$755,751.84 presented on February 18, 2025, was made by Popper and was seconded by Crews. Roll call vote taken. Ayes: Crews, Paddock, Popper and Dalzot. Nays: none. Absent: Goshorn. Motion carried.

The financial report and treasurer's report were reviewed. Commissioner Crews inquired about the return on the money market account. Szpylman noted that the rate is currently over 4%.

The Vice President opened the floor to visitors; there were no visitors.

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Kraig Owens reviewed the parks report. The Viking Park Master Plan is still in progress with Hitchcock Design Group.

Director of Recreation Melissa Marsh reviewed the recreation report. She noted that Summer Camp Registration opened on February 4th and over 2,200 registrations occurred within the core summer camps. 70% of summer camp staff are expected to return this upcoming camp season. Over 900 pool passes have been sold so far which is a 12% increase from last year at this time. Enrollment numbers continue to meet expectations for FitNation, with over 41,000 visits in January. Personal Training sales are at 102% of our budgeted totals for this year. Melissa introduced Robert May who is the new Aquatics Supervisor who started on January 6th.

Director of Business Services Mike Szpylman reviewed the business services report and introduced the Popular Annual Financial Report (PAFR). The PAFR is a collaboration between the Business Services and Marketing Departments and is supported by the GFOA.

Director of Marketing and Community Relations Jennifer Gilbert reviewed the Marketing and Community Relations report. Jennifer noted the Marketing Metrics section of her report and briefly reviewed the data.

Executive Director Susie Kuruvilla reviewed her report. Susie reminded the board of the upcoming IAPD Legislative Conference and Parks Day at the Capitol on April 29-30, 2025. Susie discussed employee survey results with the Board and noted that most of the results are great and there are some areas such as training and recognition where we have opportunities for improvement. Overall, the results were favorable.

ACTION ITEMS

A motion to approve the lowest responsible bid from Direct Fitness Solutions for purchase of spin bikes for FitNation at a cost of \$70,020 presented on February 18, 2025, was made by Dalzot and was seconded by Crews. Roll call vote taken. Ayes: Crews, Paddock, Popper and Dalzot. Nays: none. Absent: Goshorn. Motion carried.

A motion to approve the audit engagement letter from Lauterbach and Amen as presented on February 18, 2025, was made by Popper and was seconded by Crews. Roll call vote taken. Ayes: Crews, Paddock, Popper and Dalzot. Nays: none. Absent: Goshorn. Motion carried.

A motion to move into Executive Session was made by Popper at 7:37pm. On voice vote, all voted aye. The board discussed:

- A. Semi Annual Review of Executive Session Minutes including destruction of the audio recordings from February 2023-July 2023 - Sec. 5 ILCS 120/2 (c) (21)

Motion seconded by Crews. Roll call vote taken. Ayes: Paddock, Dalzot, Crews and Popper. Nays: none. Absent: Goshorn. Motion carried.

A motion was made by Popper to return to the open session at 7:37 pm. Motion seconded by Crews. On voice vote, all voted aye, and the Board returned to open session. The regular meeting adjourned at 7:38pm.

James G. Goshorn, President

Aaron Dalzot, Secretary